



WASHINGTON STATE EVERGREEN SPRING HOME SHOW

EVERGREEN STATE FAIRGROUNDS EVENT CENTER
14405 179TH AVE SE, MONROE WA. 98272

Friday, April 25 12pm - 5pm
Saturday, April 26 10am - 5pm
Sunday, April 27 10am - 4pm

THIS GUIDE INCLUDES:

Action Items

Booth Exhibit Details and Restrictions

Frequently Asked Questions

Move In and Move Out Schedule

Exhibitor Badge Info

Directions & Lodging

Fire Marshal Regulations

SHOW MAP

Home Show Sponsored By:



For questions contact Bill Bradley: 206-669-7375
or for quickest response, email bbwestlake@seanet.com

ACTION ITEMS

1. Please read through this information carefully as you will need to know what is in this Guide.
2. Give copies of this information to any of your staff that will need it.
3. Review Move In/ Move Out Schedule and call if there is a problem so we can make an adjustment if possible.
4. Plan for your set up and tear down needs and make sure you have the equipment you need.
If your display cannot be loaded or unloaded without a forklift, contact Bill Bradley (bbwestlake@seanet.com) before April 11th to coordinate assistance.
5. Prepare a supply list and have ready other items you may need (marking pens, scotch tape, scissors, garbage bags and broom for cleanup, etc.)

NOTE: Our Show Staff will be on site at the EVENT CENTER from Tuesday April 22nd until Monday afternoon on April 28th. Phone messages at our office will be checked throughout the day but response time during this period will be delayed.

It is critical that you contact Bill Bradley (bbwestlake@seanet.com) before April 11th if you have any questions or needs not addressed in this Guide so we can best serve your needs.

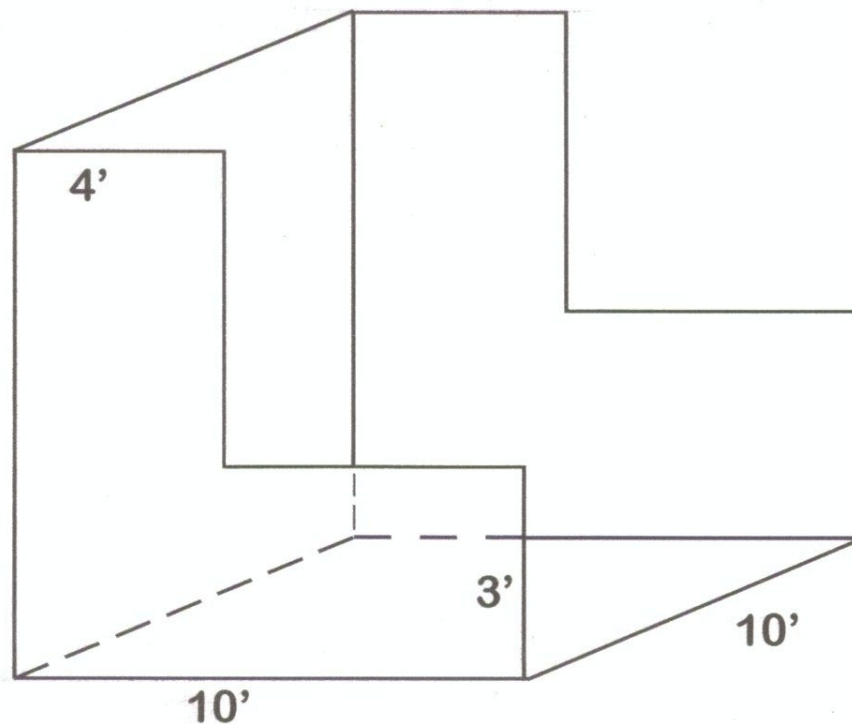
PLAN AHEAD TO AVOID LAST MINUTE FRUSTRATIONS

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BOOTH EXHIBIT DETAILS

1. All Booths have an 8 foot high drape at the back. There is a cross support pole where you may hang banners, etc. Wire hooks are available for no charge at the on-site Show Office during set up.
2. Side Drapes are 3 feet high.
3. **Electrical outlet is NOT** provided with your booth. Contact Bill Bradley bbwestlake@seanet.com if you need 500 watts or less and have not already ordered. (\$75 charge).
4. **Tables and Chairs are NOT provided with your booth.** If you would like to order table, chairs, carpet, or other booth items. Contact Bryan Brammer, Trade Show Supply House. 360-624-4498

**DO NOT BLOCK YOUR NEIGHBORS
DISPLAY WITH FLAGS OR BANNERS**



All Exhibits, unless pre approved in advance, must observe the Height Restrictions on both sides of your Display. This is to make sure that neighboring Displays are not obstructed.

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FREQUENTLY ASKED QUESTIONS

SHOW HOURS

Open to the Public:

Friday, April 25th 12pm - 5pm

Saturday, April 26th 10am - 5pm

Sunday, April 27th 10am - 4pm

EXHIBITORS CAN ENTER THE SHOW ON FRIDAY at 8am and one hour before show opens to public on Saturday and Sunday.

PUBLIC ADMISSION

\$8 Adults \$6 Seniors, Under 18 Free

EXHIBIT STAFFING

All Exhibits must be completely set up a minimum of 2 hours before opening on Friday. Plan accordingly. **All Exhibits must remain in place until 4pm on Sunday.**

WI-FI

Free Wi-Fi is provided.

PARKING

Parking is Free for Exhibitors and Show Attendees.

INSURANCE

Each Exhibitor will assume full responsibility for their participation in the Event. This will include providing your own theft and liability insurance.

SECURITY

The EVENT CENTER is locked every night after Show closes. Exhibitors must take extra care to remove or store valuables out of sight every evening when the Show closes.

MUSIC POLICY & MICROPHONES

No music of any kind is allowed without ASCAP License and the use of Microphones in displays is prohibited unless pre-approved by Management.

SHIPPING AND FREIGHT

The EVENT CENTER will not begin receiving freight until Tuesday April 22nd.

SHIPPING ADDRESS : Evergreen State Fairgrounds
14405 179th Ave SE
Monroe WA. 98272

ATTN: Evergreen Home Show and your Company Name

TRASH REMOVAL

Cardboard ONLY may be placed in the proper recycling bin located outside the Move- In Door of the Arena. All other Garbage including paper and plastic, must be taken with you on move out.

PROMOTIONAL GIVEAWAYS

Promotional Giveaways and Contests are acceptable provided there are no fees required.

MOVE IN SCHEDULE

ANY EXHIBITS INVOLVING VEHICLES OR TRAILERS, OR NEEDING FORKLIFT ACCESS AS PART OF THEIR DISPLAY, WILL NEED TO LOAD IN ON TUESDAY APRIL 22nd BETWEEN 2PM AND 6PM, SO YOU WILL HAVE THE ABILITY TO DRIVE INTO THE BUILDING BEFORE THE BOOTH DRAPES ARE SET UP.

ALL OTHER SPACES WILL MOVE IN PER SCHEDULE BELOW. TIMES SHOWN ARE THE SOONEST YOU CAN MOVE IN, AND WILL BE THE LEAST CONGESTED TIMES FOR YOU.

YOU CAN MOVE IN LATER THAN YOUR SCHEDULED TIME, JUST NOT BEFORE.

<u>BOOTH #</u>	<u>LOAD IN DATE</u>	<u>EARLIEST LOAD IN TIME</u>
Main Tent Spaces	Wednesday April 23rd	2pm to 7pm
200-255	Thursday April 24th	12 noon to 7pm
222, 231, 248,	Thursday April 24th	4pm to 7pm
300-333	Wednesday April 23rd	2pm to 7pm
350-433	Wednesday April 23rd	9am to 2pm
450-483	Wednesday April 23rd	2pm to 7pm

MOVE OUT SCHEDULE

ALL EXHIBITS MUST BE CLEAR OF THE FACILITY BY 3PM ON MONDAY APRIL 28th

WITH THE EXCEPTION OF ANY DISPLAYS IN FRONT OF LOAD DOORS THAT WILL NEED TO CLEAR DOORS QUICKLY AT 4PM ON SUNDAY SO OTHERS WILL HAVE EXIT ACCESS.

AS IT WILL TAKE TIME TO CLEAR ACCESS TO THE DRIVE THRU ROLL UP DOORS. DISPLAYS WITH VEHICLES OR TRAILERS INSIDE WILL NEED TO MOVE OUT AFTER 5PM ON SUNDAY OR ON MONDAY APRIL 28th ANYTIME BETWEEN 8AM AND 3PM.

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EXHIBITOR BADGE INFO & BADGE QUESTIONS

BADGES WILL BE AVAILABLE FOR PICK UP DURING MOVE IN AT THE SHOW OFFICE

EXHIBITOR BADGES ARE ONLY FOR THOSE THAT ARE STAFFING AN EXHIBIT AT THE SHOW. WE ARE UNABLE TO GIVE OUT BADGES FOR FRIENDS, FAMILY, OR OTHER NON- EXHIBIT STAFF.

NUMBER OF BADGES PROVIDED

Each 10x10, 8x10, or 5x10 Exhibit will receive **FOUR (4)** Exhibitor Badges.

Larger Exhibits will receive **SIX (6)** Exhibitor Badges.

Booths with volunteer staff working short shifts may drop off their badges at the Main Entrance when leaving and we will re-distribute your Badge to the next people coming in.

BADGES ARE NOT NEEDED FOR MOVE IN DAYS OF THE SHOW

However they can be picked up at the on-site Show Office during move in days if you would like.



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DRIVING DIRECTIONS & LOCAL LODGING

Evergreen State Fairgrounds

DIRECTIONS FROM THE NORTH VIA I-5

Southbound on I-5, take Exit 194 to Hwy 2

Continue East for 14 miles

Fairgrounds are on left side, North of US Hwy 2, prior to entering Monroe.

DIRECTIONS FROM THE SOUTH VIA I-5

Northbound on I-5, take Exit to Hwy 2

Continue East for 14 miles

Fairgrounds are located on left side North of Hwy 2, prior to entering Monroe

DIRECTIONS FROM THE SOUTH VIA 405

North Bound on I-405

Take Exit 2A (Woodinville) which connects to SR 522

Go East on SR 522 until it ends at the stoplight on Hwy 2

Turn right on Hwy 2 and take the first right on Cascade View Dr. to Fairgrounds

DIRECTIONS FROM US Hwy 2

Located 50 milew West of Stevens Pass

Follow US Hwy 2 West Bound, past the Fred Meyer Shopping Center

Continue under the SR 522 overpass

Turn right on Cascade View Drive to Fairgrounds

LODGING

Best Western Sky Valley Inn

19233 US-2

Monroe WA. 98272

360-794-3111

Evergreen Inn & Suites

19103 US-2

Monroe WA 98272

360-863-1900

Fairgrounds Inn

18950 US-2

Monroe WA 98272

360-794-5401

FIRE MARSHAL REGULATIONS

ALL VEHICLES AS PART OF AN INDOOR DISPLAY MUST BE PRE - APPROVED BY SHOW MANAGEMENT

1. No display or exhibit shall be installed or operated that will interfere in any way with access to any exit or any exit sign. No display shall block access to fire fighting equipment, such as fire extinguisher stations, fire hose cabinets, or fire hydrants.
2. Any displays, exhibit booth, or temporary construction in connection therewith shall not be built of highly combustible material. The use of any combustible construction material shall be approved by the Fire Marshal prior to use.
3. Any paper or fabrics used in construction of displays or exhibits shall be fire resistive or treated with an approved fire retardant solution prior to use in displays.
4. All electrical extension cords must be of the three wire #14 grounded hard usage type. No two wire extension wiring will be allowed. All extension wiring shall be protected from physical damage.
5. The use, storage and handling of all flammable and combustible liquids shall be subject to written approval from the Fire Marshal.
6. The use and storage of Liquified Petroleum Gas portable containers inside buildings or tents is prohibited.
7. All Liquified Petroleum Gas Tanks located on the exterior of building or tents shall be secured in an approved manner, rigidly supported by brackets or chains.
8. Commercial cooking will only be allowed in approved locations, with approved equipment, and prior approval from the Fire Marshal.
9. The use or exhibiting of **motorized vehicles** powered by gasoline internal combustion engines inside shall require the following:
 - all gasoline must be drained from the tank allowing only enough gasoline to enable vehicle to drive in and out of building.
 - The battery or batteries must be disconnected and terminals taped.
 - Vehicles must be inspected by Fire Marshal
10. Trash receptacles used in displays and exhibits shall be constructed of a non combustible material.
11. Any display or exhibit requiring use of any type of open flame heating device is prohibited in any tent or building. All units are required to be inspected prior to use. Any other open flame equipment must be used in an approved outside location. All such locations shall be provided with a minimum of 2A, 10BC rated fire extinguisher mounted in a location accessible to occupants.

NO SMOKING IS ALLOWED INSIDE THE BUILDING

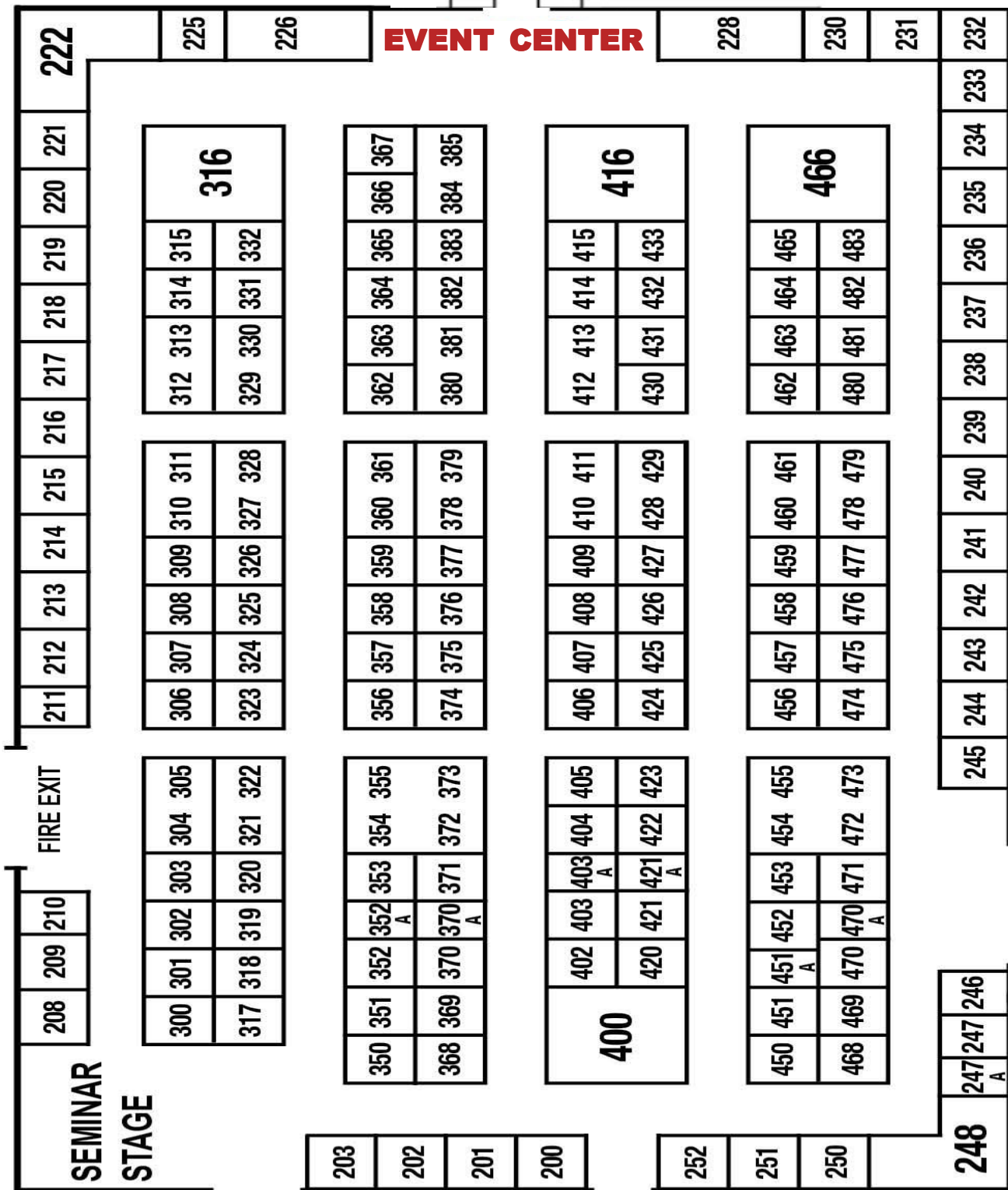


Friday April 25 - Noon to 5pm
 Saturday April 26 - 10am to 5pm
 Sunday April 27 - 10am to 4pm

THE EVENT CENTER
 Evergreen State Fairgrounds

APRIL
25, 26, 27, 2025

CONCESSIONS & SEATING



SHOW OFFICE
 REST ROOMS

Bill Bradley 206-669-7375
 bbwestlake@seanet.com
 evergreenspringhideshow.com

10 deep x 10 wide - \$995
 8 deep x 11 wide - \$950
 Main Entrance Tent 10 x 10 - \$1095

Corners \$100 Extra
 Electrical (500 watts) \$75

EVERGREEN SPRING HOME SHOW

MAIN ENTRANCE TENT

MT 18	MT 19	MT 20	MT 21	MT 22	MT 23	MT 24
MT 17	MT 16	MT 15	MT 14	MT 13	MT 12	MT 11
MT 10	MT 9	MT 8	MT 7	MT 6	MT 5	MT 4
MT 3	MT 2	MT 1	MT 38	MT 37	MT 36	MT 35
MT 34	MT 33	MT 32	MT 31	MT 30	MT 29	MT 28
MT 27	MT 26	MT 25	MT 24	MT 23	MT 22	MT 21

